



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

June 7, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-69

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Changes to Medical Support Enforcement

Act 115 of the First Extraordinary Session, 2002 which amended LA R.S. 46:236.8, includes changes to enforcement of medical support orders and the enrollment of employees and dependents in health care plans in compliance with the National Medical Support Notice as required by the Child Support Performance and Incentive Act of 1988. **Pursuant to this amendment, effective April 19, 2002, employers receiving medical support orders must enroll both the employee and the specified dependent(s) in a qualifying health plan even if the employee refuses to enroll in coverage and sign enrollment documents.**

Once a medical support order is received for an employee paid in the ISIS HR system, the Office of State Uniform Payroll (OSUP) will review the employee's ISIS HR records to determine if health insurance coverage currently exists on the dependents and if sufficient disposable earnings are available to enforce the medical support order.

If the dependents are not currently covered by a health care plan and sufficient disposable earnings exists, a copy of the medical support order and Form OSUP/F09a, Agency Acknowledgement of Medical Support Order, will be forwarded to the agency for processing. The agency is required to establish and maintain health insurance coverage on the employee's records until notified by OSUP that the medical support order is no longer in effect even if the employee refuses to establish coverage. The Office of Group Benefits will accept enrollment documents not signed by the employee providing the appropriate agency representative has signed the enrollment document and a copy of the medical support order has been attached. This enrollment must be completed within 20 business days of the receipt of the National Medical Support Notice. Contact the Office of Group Benefits' Eligibility Department at (225) 925-6343 if there are any questions concerning which health care plan to enroll an employee in.

If the employee already has established health insurance coverage for the dependents, OSUP will forward a copy of the medical support order and form OSUP/F09a to the agency. OSUP must be notified by the agency immediately if the employee requests that the dependents be removed from the health care plan. At that time, OSUP will review the disposable earnings to determine if the employee's health insurance coverage can be modified. No changes in coverage should be made until OSUP has determined if the employee's disposable earnings limit exempts him/her from enforcement of the medical support order.

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**The agency is responsible for maintaining all documentation pertaining to the health insurance coverage and for providing proof of this coverage to the originator of the medical support order. A copy of the health insurance enrollment document must be forwarded to the originator of the medical support order immediately after enrollment. The agency must also complete form OSUP/F09a and return the completed form to OSUP within 20 days of receipt.**

A copy of Act 115 can be obtained from the Louisiana Legislature website located at <http://www.legis.state.la.us/>. If there are any questions or if additional information is needed, please contact Ms Laura Odom at (225) 342-5332.

JWC:LAO